



PREPARATION FOR GOING OVERSEAS

Part I – Post Research and Preliminary Preparations

<http://fsi.state.gov/fsi/tc> - Visit OBC's "Preparing to Go Overseas"

<http://www.state.gov/m/fsi/tc> - Review Chapter 1 of the *Foreign Service Assignment Notebook*

POST RESEARCH

Areas to Consider When Bidding

Learn About Post

Overseas Briefing Center

- Study Post Briefing Box
- Post Info to Go (online)
- Personal Post Insights (online)

Web-based Resources

- Visit the Post's websites
- View Post Profile
- Research Cultural Information (CultureGrams)

Investigate Family Member Employment

- Check the Post's Family Member Employment Report (FAMER)
- Review opportunities for inside the Mission and local economy employment
- Contact the Family Liaison Office for guidance

Research Schools at Post

- Does the school offer IB or AP at the high school level?
- If your child has a learning difference, work with the MED/ECS to identify appropriate schooling options

Verify Post Health/Medical Information

- Determine how to fill prescriptions

Check Pet Entry Requirements

- Use OBC's Pet Import Restrictions database and resource handouts

Review Living Conditions

- Review Post Report, pre-arrival welcome booklet, Personal Post Insights, and post video

PRELIMINARY PREPARATIONS

Things to do while waiting for an assignment

Enroll in Training (Spouses/Partners too)

- Transition Center Foreign Service Life Skills classes (Protocol, Logistics, Realities, Basics for Overseas Employment, and more)
- Security Overseas Seminar (SOS)
- Distance Learning options

Obtain Moving Logistics References

- *Foreign Service Assignment Notebook (OBC)*
- *It's Your Move (Transportation)*

Confirm Banking Arrangements

Review Insurance Coverage

- Policy for full-replacement value

Prepare Important Papers & Records

- Draw up powers of attorney
- Update will/letter of instruction/beneficiaries
- Create a medical directive ("Five Wishes")
- Scan important papers, including tax returns
- Photocopy scrapbooks/photos
- Consider a safe deposit box (family can access)
- Collect school and medical records

Consider Real Estate Options

- Rent or sell? Interview real estate agents and/or property managers
- *Managing Rental Property* workshop or DVD
- Clean, paint, repair

Take Care of Medical Needs

- Appointments—medical, eye, dentist, etc.
- Request copies of records

Plan Email and Mail Changes**Organize Household Effects**

- Sort and eliminate
- Develop inventory list (with photo or video)
- Obtain certified appraisals for high value items
- Arrange cleaning and repair

ONCE YOU HAVE AN ASSIGNMENT (Also see Part II of this handout)

Learn More about the Post & Language

- Language, Area Studies
- Use OBC resources
- Write to the person you are replacing and the Community Liaison Office (CLO) for more information

Apply for Visas**Plan for Shipment of Pets**

- Contact post to confirm entry requirements
- Arrange required shots and certificates
- Purchase supplies

Follow up on Employment

- Contact the Family Liaison Office (FLO) and the Community Liaison Office (CLO)
- Update your resume
- Research opportunities

Continue Medical/Health Preparations

- Schedule immunizations and exams
- Plan how to get prescriptions / extra glasses
- Check your insurance and change if needed

Make Real Estate Arrangements

- Be sure lease includes “diplomatic clause”
- If renting your home, change insurance policy to “rental”

Schedule Pack-out

- Meet with Transportation Counselor
- Set a time for a prepack survey

Register Children for School of Choice**Go Shopping**

- Consumables
- Electric appliances, if needed
- Business cards (ask post)

Plan for Shipment of Automobile

- Check restrictions with Management Office
- Select appropriate auto and transit insurance
- Renew driver’s license/obtain international permit
- Schedule car delivery to shipper

Write Letters to Post

(to arrive no earlier than six weeks before you do)

Change Address

- Submit post office form 30 days before move
- Send change-of-address forms
- Make sure friends and relatives can reach you
- Update contact info with Employee Services Center
- Check absentee voting procedures

WITH TRAVEL ORDERS IN HAND

Apply for Passports**Arrange Finances**

- Travel allowance
- Advance of Pay Allowance
- Plan for initial expenses at post
- Obtain traveler’s checks or currency if needed

Prepare Luggage

- Carry important papers and valuables with you
- School and Medical Records, if needed

Confirm Travel Arrangements

- Request and pick up airline tickets
- Notify post of flight, arrival date and time (and if traveling with a pet)
- Double check pet shipping plans

Pack Out

- Separate air freight, HHE, and storage
- Get help for packing days
- Arrange for childcare, if needed
- Check with Transportation before leaving town and make sure they have contact information